



# **LONS INFANT SCHOOL CHARGING AND REMISSIONS POLICY**

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## **Statement of Intent**

Lons Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

We promise:

- not to charge for education provided during school hours;
- to inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the Local Authority's, we have ensured it meets the requirements of the law.

## **Section 1 - Legal framework**

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996;
- The Charges for Music Tuition (England) Regulations 2007;
- DfE (2018) 'Charging for school activities';
- DfE (2020) 'Governance handbook'.

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

Under Section 27 (1) of the Education Act 2002, Governors have control over the use of school premises, subject to the Local Authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore, schools with available space are permitted to approve lettings in accordance with this policy.

## **Section 2 - Charging for education**

We will not charge parents for:

- admission applications;
- education provided during school hours;
- education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE;
- instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

- materials, books, instruments or equipment, where they desire their child to own them;
- optional extras;
- music tuition (in certain circumstances);
- vocational tuition (in certain circumstances);

- use of community facilities.

### **Section 3 - Optional extras**

We may charge parents for the following optional extras:

- education provided outside of school time that is not:
  - part of the National Curriculum;
  - RE.
- transport, other than that arranged by the LA for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils.

When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- materials, books, instruments or equipment provided in relation to the optional extra;
- buildings and accommodation;
- employment of non-teaching staff;
- teaching staff (including TAs) under contracts for services purely to provide an optional extra;
- teaching staff employed to provide vocal tuition or tuition in playing a musical instrument.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

The school will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

#### **Section 4 - Voluntary contributions**

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

#### **Section 5 - Music tuition**

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

#### **Section 6 - Transport**

The school will not charge for:

- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport;
- transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

#### **Section 7 - Day visits within, or mainly within, school hours**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the visit. All contributions are voluntary.

However, if we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity.

Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request.

Children in receipt of Free School Meals or Universal Infant Free School Meals will be offered a free school packed lunch.

### **Section 8 - Residential visits**

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses. This will not exceed the actual cost.

To ensure all children are provided with the opportunity to participate on school visits, parents/carers experiencing financial difficulty are invited to talk to the School Business Manager in confidence.

The school will not charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE;
- supply teachers to cover for teachers accompanying pupils on visits.

### **Section 9 - Activities outside, or mainly outside, school hours**

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the National Curriculum or not part of religious education.

Prices for individual activities will be provided to gauge interest.

Activities will not run where full costs cannot be recovered.

## Section 10 - Ingredients/materials for practical activities, such as cookery and craft

The following voluntary payments will be requested of parents of all pupils to cover the costs:

	Cost	When	Notice given
<b>Materials for:</b>			
Baking	£0.50p approx.	Ongoing	At admission
Consumables for Technology models	£0.50p - £1.00 approx. (or model to be left in school)	Ongoing	At admission
Handicrafts	£0.50p approx.	Ongoing	At admission
<b>Admission charge for:</b>			
Visiting theatre/music groups etc.	Up to £15.00	1 or 2 per annum	2 weeks minimum
Local trips	£1.00 - £30.00	Approx. twice per annum	3 weeks minimum
Residential trips	Up to £250.00	Annually	6 months minimum

## Section 11 - Damaged or lost items

A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of repair or replacement or a cost decided by the Head Teacher.

In cases of wilful damage to the School building, furniture or its equipment, the school's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge.

The cost of repairs will be as quoted on an individual basis.

Where items cannot be repaired, a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred.

Each incident will be dealt with on its own merit and at their discretion.

## Section 12 - Remissions

The Head Teacher or Governing Body may remit in full or part charges in respect of a pupil if it feels it is reasonable in the circumstances.

The Head Teacher or Governing Body may decide not to levy a charge in respect of a particular activity if it feels it is reasonable in the circumstances.

### **Section 13 - School trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, parental contributions will be refunded in line with the terms and conditions of the venue of the school trip/travel provider.

In the event that a pupil or their parents cancel the pupil's place on a trip, parental contributions will be refunded in line with the terms and conditions of the venue of the school trip/travel provider, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, parental contributions will be refunded in line with the terms and conditions of the venue of the school trip/travel provider, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

Where payments have been received via ParentPay, all refunds will be processed through ParentPay.

In the event that a payment is made via Paypoint onto ParentPay, any refunds will be credited back onto a payment item of the payer's choice as Lons Infant School does not have the facility to pay out refunds in cash.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

### **Section 14 - Swimming lessons**

The school does not charge for swimming lessons as these take place in school time and form part of the National Curriculum.

We will inform parents/ carers when these lessons take place and ask for permission for the child to take part in lessons via ParentPay.

### **Section 15 - Lettings**

The governing body is responsible for setting the charges for the hiring of the school premises but has delegated the day to day responsibilities of managing lettings to the Head Teacher. Where a letting is agreed, an agreement form must be completed, ensuring that the person requesting the letting agrees to the school's terms and conditions and is appropriately insured. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date. VAT is not chargeable on school lettings in line with the Derbyshire VAT Guide – Schools.

All letting charges can be found in the Lettings Policy.

All costs associated with letting the school premises must be considered when determining an appropriate charge. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:

- energy;
- caretaking fees;
- per capita costs.

However, where appropriate an additional fee may be levied for the following:

- computer & printer costs;
- lettings by non-community/commercial groups;
- excessive cleaning;
- profit margin;
- wear and tear;
- other costs.

A lettings calculator has been developed to assist with the above calculation and is available from School Support Finance.

Concessionary rates or free letting agreements may be appropriate in certain situations where it is deemed by the Governing Body to be of benefit to the School, its children or meets community goals. In such situations the reasons for the concessionary rate must be clearly minuted and approved. The organisation requesting the letting must still sign to agree to the School's terms and conditions and must have appropriate insurance.

### **Section 16 - After school clubs**

The school offers some extra-curricular activities and a charge may be made to cover the instructors' costs.

The charges will be clearly identified on the clubs' letter sent to parents at the beginning of each term.

### **Section 17 - Charges for pupil and staff school dinners**

Currently, all children at Lons Infants School are entitled to Universal Infant Free School Meals or Free School Meals.

Charges for staff school dinners are provided by the LEA and are set out in the School Dinner Money Policy.

### **Section 18 - Charges for photocopying**

A charge will be made for any private photocopying:

- A4 Black and White 10p per side
- A3 Black and White 15p per side
- A4 Colour 20p per side
- A3 Colour 25p per side

### **Section 19 - Collecting and banking sums collected**

The school will maintain records of all charges collected.

All school banking is done through ParentPay, with the exception of fundraising. In this event, all income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document).

### **Section 20 - Monitoring and review**

This policy will be reviewed by the Head Teacher and governing board annually.

The next scheduled review date for this policy is December 2022.

*Signed, on behalf of Lons Infant School:*

*Head Teacher:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Chair:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Approved by all Governors on:*

*Minute No:*

*Adopted by Governors:*

*Reviewed: **December 2020***

*To be reviewed: **December 2022***

